GOVERNMENT OF HARYANA

Department of School Education



[Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

USER MANUAL FOR DEPUTATION REVOCATION

This module will be available in the login id of DEO. User will login to the account of concerned DEO and shall follow the steps given below to update Deputation Revocation: -

Step 1: - Login: User must login to the School account on MIS (OneSchool) Portal. User can login through this link <u>https://mis.oneschoolsuite.com/</u>

Sign in to your account Please enter your credentials below
Username *

Sign in

Step 2: - Navigate to Deputation Revocation: After successful login on Oneschool Suite, user must click on the " Deputation Revocation" tab available on the left side panel under employee administration.

MIS - Employee	≡ 🏠		↓ 6 	۵ ب
SP Welcome Back, B Cr Print Losout	Deputation Revo	ocation		
	Search Employee for	Employee ID		
Search your menu 🗘	Revocation	Enter Employee ID	Search	
		Advanced Search		
→ Transfer on Administrative Grounds				
2 Personal Profile Status				
👌 Service Profile Status 🥥				
2 Revoke Suspension				
× Revoke Service Extension				
X Deputation Revocation				

Step 3: - **Search for Employee**: User shall search for the employee entering the employee ID of the Revocated employee in the textbox titled as "Search Employee for Revocation".

MIS - Employee	≡ ໖		4 8 B	@ ~
SP Welcome Back, Print Logout	Deputation Revo	ocation		
	Search Employee for	Employee ID		
Search your menu 0	Revocation	Enter Employee ID	Search	
		Advanced Search		
→ Transfer on Administrative Grounds				
器 Personal Profile Status				
🙎 Service Profile Status 🧔				
은 Revoke Suspension				
X Revoke Service Extension				
X Deputation Revocation				

Step 4: -View Employee Details: After entering the employee ID, Employee details will appear under the heading of list of employees. The user shall click on the "Select" button to see the full details of the employee.

MIS - Employee	≡ ۵	\$ B	ð	© ~
SP Welcome Back, Print Logout	Deputation Revoc	ation		
	Search Employee for	Employee ID		
Search your menu	Revocation	Search		
 Vice Transfer 		Advanced Search		
→ Transfer on Administrative Grounds	List Of Employees			
器 Personal Profile Status	Employee ID Name	Cadre	Designation	Action
🙎 Service Profile Status 🧔		Class III-Educationist	TGT/Master (Science)	Select
& Revoke Suspension				
× Revoke Service Extension				
X Deputation Revocation				

Step 5: -Get Employee Details: Employee details will appear and click on "Proceed"

MIS - Employee	≡ ۵		4 8 B	@
SP Welcome Back, B C+	Deputation Revo	cation		
Type Analyse Search your menu	Employee Details	Current Appointment Deta	nils	
 O Vice Transfer 		Appointment Order Number	Appointment Type Officiating	Appointment Date
⊖ Transfer on Administrative Grounds	Employee ID	Recruitment Mode Direct	Category GEN	Retirement Date Apr 6th 2027
😤 Personal Profile Status	Full Name	Superannuation Date		
දු Service Profile Status 📀				
දී Revoke Suspension	Date of Birth	Posting Under Revocation		
X Revoke Service Extension	Gender FEMALE	School/Office Name [Code]	Designation TGT/Master (Science)	Posting/Transfer Order Number
× Deputation Revocation	Cadre Class III-Educationist	Order Date Feb 10th 2020		
	Job Post TGT/Master (Science)	Proceed		
	Search Another Employee			

Step 6: **Vacancy Search** - Users can search for vacancies at schools/offices by providing basic information or location. To view further details, the user must click on the "**Search**" button.

MIS - Employee	≡ 🍙		4 8 C	@ * ~ ~
SP Welcome Back, O C+	Deputation Rev	ocation		Ì
Тура аг хими	Employee Details	Revoke Posting Details		
Search your menu	_	School/Office *		
		O School Office		
Transfer on Administrative Grounds	Employee ID	Search School		
😤 Personal Profile Status				
온 Service Profile Status 📀	Full Name	Order Number *		
名 Revoke Suspension	Date of Birth	0123 Order Date *		
× Revoke Service Extension	Gender	26-Apr-2022		
X Deputation Revocation	FEMALE	Reason *		
A Departmenterotation	Cadre	Enter Reason		

Step 7:- **Select School/Office** - Users can choose any school/office from the available list of vacancies. To make a selection, the user should click on the "**Proceed**" button.

	5 - Employee	vord	≡ 🏠			4 6 6		@	
	Welcome Back	Search	School				×		
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Type	of Leave	0147							
Sea	arch your menu	UDISE C	ode						
	Vice Transfer	0123							
	Transfor on Administrativo	School T	ype						
	Grounds	Туре					0		
	Personal Profile Status	Wing Le	vel						
	Tersonal Fronte Status	Primar	у				×		
	Service Profile Status 📀	District							
	Revoke Suspension	Distric					0		
	Revoke Service Extension						Search		
×	Deputation Revocation	Enter s	chool name to filter				Qø		
U		Found 1	D school						
	Transfer on Administrative	Sr No	District - Block - Zone	School N	lame	Job Post Name	Action		
BB	Personal Profile Status	1				TGT/Master (Science)	Select		
8	Service Profile Status 🧇	2				TGT/Master (Science)	Select		
8	Revoke Suspension	3			·····	TGT/Master	Select		
	Revoke Service Extension						1/3 📏		
×	Deputation Revocation		Cadre		Enter Reason				Ţ

Step 8: - Once the user has selected the school/office, they must fill the details like Order Number, Order date and Reason

MIS - Employee		↓ 🗧 🖨 14-12-2023, 2:14:28 pm 🜘 ↔
SP Welcome Back.	Deputation Rev	evocation
Upper a Champer	Employee Details	Posting Revocation Confirmation
Search your menu	_	Order Number Order Date Reason for Revocation Include in next transfer
		test drive? No
 Transfer on Administrative Grounds 	Employee ID	I hereby confirm that the employee is being revoked at the selected school/office.
😤 Personal Profile Status	Full Name	Confirm Back to Details
🙎 Service Profile Status 🧔		
& Revoke Suspension	Date of Birth	
X Revoke Service Extension	Gender FEMALE	
X Deputation Revocation	Cadre	

